

Chief Executive Office

CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

SENIOR ANALYST, CEO

(Immediate opening in the Intergovernmental & External Affairs Branch)

The Chief Executive Office is seeking a Senior Analyst, CEO for the Intergovernmental & External Affairs Branch. The responsibilities of this position will include analysis of various aspects of the State Budget and their impact on the County, working with departments on the analysis of complex legislative initiatives, assist in the development of the County's State Legislative Agenda and priorities, prepare reports to the Board of Supervisors on legislative changes affecting the County, coordination of County advocacy positions on legislation with the County's Sacramento advocates, and provide technical assistance to various associations such as the California State Association of Counties and the Urban Counties Caucus.

Desirable Qualifications:

- Experience in or knowledge of the State legislative process and legislative analysis;
- Experience in the analysis of State issues that impact local government, such as funding for social services, public safety, criminal justice, and other general government programs;
- Ability to handle multiple complex assignments in a timely manner;
- Demonstrated ability to conduct analytical studies;
- Excellent verbal and written communication skills;
- Experience working with the Board deputies, CEO staff, department heads, and County managers; and
- Strong interpersonal skills.

Position Requirements:

Must currently hold the payroll title of Senior Analyst, CEO or equivalent.

Who to Contact:

Interested individuals should submit a resume with a cover letter, copies of their last two performance evaluations and a writing sample no later than **Tuesday, June 28, 2011** to:

Chief Executive Office
Personnel Services
500 W. Temple Street, Room 785
Los Angeles, CA 90012
Attention: Kimberly Arias
(213) 974-2363

Resumes and supporting documents will be reviewed and **only** the most qualified candidates will be called for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION